

Job Opportunity

July 21, 2006

With CDA
it's not just
another job
it's a career!

DUTY STATEMENT

Please refer to
CDA8 #0607-652-001
on your application.

Applications will be
accepted until FILLED.

All applications will be
screened and only the
most qualified will be
interviewed

E-mail your application
and resume to:
careers@aging.ca.gov
or
for more information go
online to:
**[http://www.aging.ca.gov/
html/jobs/
career_opportunities.html](http://www.aging.ca.gov/html/jobs/career_opportunities.html)**
or
mail your information to the
address below:

**CALIFORNIA DEPARTMENT
OF AGING
HUMAN RESOURCES**

1300 National Drive,
Ste 200
Sacramento, CA 95834
TDD 1-800-735-2929
(916) 419-7525
(916) 928-2269



**APPLY NOW
CLICK HERE!**

Accountant I (Specialist)

Permanent Full-Time Position
Salary: \$2682.00 - \$3259.00

Make a difference! Join the CDA Team working
with programs that serve older Californians, family
caregivers and adults with disabilities.

The Accounting Section records and maintains
fiscal records; processes all payment activities
through the State's automated accounting system,
California State Accounting and Reporting System
(CALSTARS); and processes paychecks/travel
claims. Develops fiscal-related systems
department-wide, integrating both support and
local assistance responsibilities.

PROGRAM:

Under the general supervision of the Senior Accounting Officer (Supervisor), the incumbent is responsible for the local assistance accounting functions for Area Agencies on Aging (AAA)-Based Team B and various State Operations tasks. The Accountant I (Specialist) acts as the consultant to the Fiscal Team analysts and manager on matters related to payment issues.

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- At least monthly, for each program and each fund source, independently audit Requests for Funds, make decisions related to appropriateness of requests, and prepare claim schedules for submission to the State Controller's Office (SCO) for payment.
- Monthly and at closeout, post expenditures into CALSTARS for each program based upon expenditure reports submitted by the Area Agency on Aging to program analysts.
- Prepare input documents and enter budgetary and encumbrance transactions into CALSTARS. Maintain contract files by fund source.
- Monthly and at closeout, reconcile project file available balances in each program to encumbrance balance in CALSTARS. Research any discrepancies and prepare correcting entries. Monitor balances.
- Prepare cash receipts for all funds received for the Department of Aging and the California Commission on Aging. Determine the appropriate general ledger account to be credited.

WHO MAY APPLY:

Applicants currently at the Accountant I Specialist level or who have eligibility for appointment or transfer to this classification. Priority consideration will be given to employees currently on a SROA list or employed by a department which has been declared by DPA to have surplus employees.

The California Department of Aging is committed to providing equal opportunity to all regardless of race, color, creed, national origins, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

